

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 1, 1986

SUBJECT: DOMESTIC VIOLENCE

PURPOSE: Effective January 1, 1986, law enforcement agencies are required to report all incidents of domestic violence and provide statistical data to the Attorney General on domestic violence calls. This Order states the Department policy on domestic violence, defines domestic violence, instructs employees on how to report incidents of domestic violence and activates the Domestic Violence Victim's Memo. Domestic Violence Temporary Restraining Orders (TRO) are redesignated as Domestic Violence Restraining Orders (DVRO) and include all restraining orders relating to domestic violence. Additional responsibilities are assigned to Automated Information Division, Robbery-Homicide Division, and Training Division.

POLICY: It is the policy of this Department that domestic violence is alleged criminal conduct and that a request for assistance in a situation involving domestic violence is the same as any other request for assistance where violence has occurred.

PROCEDURE:

- I. **DOMESTIC VIOLENCE—DEFINED.** "Domestic violence" is abuse committed against an adult or fully emancipated minor who is a spouse, former spouse, cohabitant, former cohabitant, or a person with whom the suspect has had a child or has had a dating or engagement relationship.

Note: "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to oneself or another. (Reasonable apprehension is a suspicion or fear of future harm as perceived by a reasonable person in a similar situation).

- II. **DOMESTIC VIOLENCE VICTIM'S MEMO, FORM 15.40.1—ACTIVATED.** This form provides specific information required by Penal Code Section 13701 for victims of domestic violence. Officers shall provide a copy of this form to *all* victims of domestic violence.

- III. **REPORTING DOMESTIC VIOLENCE—EMPLOYEE RESPONSIBILITIES.** When confronted with a domestic violence incident, officers shall:

- * Investigate the incident and take appropriate action, and;
- * Complete a Preliminary Investigation Report (PIR) and/or Arrest Report on all incidents involving domestic violence and write domestic violence in the MO portion of the report.

If the circumstances of an incident do not provide the corpus delicti of a specific crime, a short form PIR shall be completed and titled Domestic Violence. In cases where there is no specific crime, no suspect information shall be listed. All persons involved in the occurrence shall be listed in the "involved persons" section of the PIR.

Note: A report must be completed on all incidents which meet the criteria of domestic violence as defined in this Order whether or not a specific crime has been identified. The unwillingness of the victim of domestic violence to sign a report does not exempt officers from the requirement to complete a report of the incident. An example of a short form PIR which describes a domestic dispute when no crime had occurred is attached to this Order.

When a DR number is obtained for the report, the terminal operator shall ensure that the proper entry is made for domestic violence in the Police Arrest and Crime Management Information System (PACMIS).

The Preliminary Investigation Report, Form 3.1, and Arrest Report, Form 5.2, will be revised at the next printing to add a checkbox within the MO portion for domestic violence.

- IV. **COMMUNICATIONS DIVISION—RESPONSIBILITY.** Communications Division shall dispatch a unit whenever an incident of domestic violence is reported.

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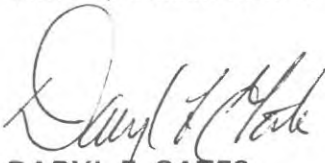
- V. **AUTOMATED INFORMATION DIVISION RESPONSIBILITY—EXPANDED.** Automated Information Division shall be responsible for generating domestic violence statistics as required by Penal Code Section 13730(a) and submitting the data on a monthly basis to the California State Attorney General.
- VI. **TRAINING DIVISION AND ROBBERY-HOMICIDE DIVISION RESPONSIBILITIES—EXPANDED.**
- A. **Training Division.** The Specialized Training Section, Training Division, shall maintain liaison with the Los Angeles County Domestic Violence Council on matters relative to training and standards.
- B. **Robbery-Homicide Division.** The Rape and Domestic Violence Section, Robbery-Homicide Division, shall maintain liaison with the Los Angeles County Domestic Violence Council on matters relative to investigative expertise.
- VII. **DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDERS ARE REDESIGNATED AS DOMESTIC VIOLENCE RESTRAINING ORDERS.** Domestic Violence Temporary Restraining Orders (TRO) are redesignated as Domestic Violence Restraining Orders (DVRO). A DVRO is any order issued by a court in a domestic situation including but not limited to: a harassment restraining order, a temporary restraining order, a criminal stay-away order, or any civil protective order issued by a court in a dissolution or custody procedure.

Note: The Control Log, Temporary Restraining Orders, Form 15.40, will be revised at the next printing to retitle it Control Log, Domestic Violence Restraining Orders. Procedures regarding Domestic Violence Restraining Orders remain unchanged from those which dealt with Domestic Violence Temporary Restraining Orders.

FORMS AVAILABILITY: The Domestic Violence Victim's Memo, Form 15.40.1, is available at Supply Division. Order information: material code number 8513510, issue unit P-100.

AMENDMENTS: This Order adds Sections 1/240.20, 5/3.1J, and 5/15.40.1 and amends Sections 2/530.25, 2/620.31, 2/630.15, 2/1045.75, 3/210.10, 4/203.40, 4/216.03, 4/216.04, 4/216.06, and 5/15.40 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Personnel and Training Bureau, Support Services Bureau, and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

PRELIMINARY INVESTIGATION of

Combined EVID. Report ☐ MULTIPLE DRS ON THIS REPORT

PRELIMINARY CASE SCREENING

- ☐ SUSPECT / VEHICLE NOT SEEN
☒ PRINTS OR OTHER EVIDENCE NOT PRESENT
☒ MO NOT DISTINCT
☒ PROPERTY LOSS LESS THAN \$5000
☒ NO SERIOUS INJURY TO VICTIM
☒ ONLY ONE VICTIM INVOLVED

PREMISES (SPECIFIC TYPE)

SINGLE FAMILY RESIDENCE

ENTRY 459/BFV POINT OF ENTRY POINT OF EXIT

- ☐ FRONT
☐ REAR
☐ SIDE
☐ ROOF
☐ FLOOR
☐ OTHER

METHOD

INSTRUMENT / TOOL

VICTIM

LAST NAME, FIRST, MIDDLE (FIRM IF BUSINESS)

DOE, JANE

(NMN)

ADDRESS

R- 207 S. BROADWAY ST. L.A.

ZIP

90012

PHONE

4852633

B-

150 N. LOS ANGELES ST L.A.

90012 4852634

DR. LIC. NO. (IF NONE, OTHER ID & NO.)

AO123456

OCCUPATION

CLERK

LOCATION OF OCCURRENCE

SAME AS V'S

☒ RES. ☐ BUS.

R.D.

125

PRINTS BY PREL INV.

ATTEMPT Y (M) OBTAINED Y (N)

DATE & TIME OF OCCURRENCE

12-5-85 1330

DATE & TIME REPORTED TO PD

12-5-85 1330

TYPE PROPERTY STOLEN / LOST / DAMAGED

NONE

☐ 3.4 GIVEN

STOLEN / LOST

\$ 0

RECOVERED

\$ 0

EST. DAMAGED

\$ 0

VICT'S VEH. (IF INVOLVED) - YEAR, MAKE, TYPE, COLOR, LIC. NO.

N/A

NOTIFICATIONS (PERSON & DIVISION)

NONE

CONNECTED REPORTS (TYPE & DR)

NONE

MO IF LONG FORM, LIST UNIQUE ACTIONS. IF SHORT FORM, DESCRIBE SUSPECT'S ACTIONS IN BRIEF PHRASES, INCLUDING WEAPON USED. DO NOT REPEAT ABOVE INFO. BUT CLARIFY REPORT AS NECESSARY. IF ANY OF THE MISSING ITEMS ARE POTENTIALLY IDENTIFIABLE, ITEMIZE AND DESCRIBE ALL ITEMS MISSING IN THIS INCIDENT IN THE NARRATIVE

VICT STATED THAT DURING AN ARGUMENT HER HUSBAND, JOHN DOE, THREATENED TO KILL HER AND SMASHED A TABLE LAMP THROUGH A GLASS COFFEE TABLE. DOMESTIC VIOLENCE ☒

REPORTING EMPLOYEE(S)

INITIALS, LAST NAME

SERIAL NO.

DIV / DETAIL

J. JONES COCCO CENT L

PERSON REPORTING

SIGNATURE

OR RECEIVED BY PHONE -

REFUSED

NOTE: IF SHORT FORM AND VICTIM / PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION.

Complete below sections if any Preliminary Case Screening boxes are not checked.

SUSP'S VEHICLE	YEAR	MAKE	MODEL	TYPE	Interior COLOR:	Exterior	Body	Windows
COLOR (S)		VEH. LIC. NO.		STATE	BUCKET SEATS	1 CUSTOM WHEELS 2 PAINTED INSCRIPT. 3 LEVEL ALTERED 4 RUST / PRIMER 5 CUSTOM PAINT 6 VINYL TOP	1 DAMAGE 5 RIGHT 2 MODIFIED 6 FRONT 3 STICKER 7 REAR 4 LEFT	1 DAMAGE 5 RIGHT 2 CUST. TINT 6 FRONT 3 CURTAINS 7 REAR 4 LEFT

SEX	DESC.	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN; NAME, BKG. NO., CHARGE, IF ARRESTED.

S-1	PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATTOOS, ETC.)	Weapon (VERBAL THREATS, BODILY FORCE, SIMULATED GUN, ETC. IF KNIFE OR GUN, DESCRIBE FULLY)

S-2	

INVOLVED PERSONS	W - WITNESS	R - PERSON RPTG.	S - PERSON SECURING (459)	D - PERSON DISCOVERING (459)	P - PARENT
NAME	V & W -- SEX	DESC	DOB	ADDRESS	CITY
W DOE, JOHN (NMN)	M - W	1-1-60		R- 207 S. BROADWAY ST. L.A.	90012
DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)				B- 150 N. LOS ANGELES ST L.A.	90012
AO123457					4852634

NARRATIVE
1) LIST ADD'L SUSPS., VICTS., & INVOLVED PERSONS. 2) RECONSTRUCT OCCURRENCE, INCL. ALL ELEMENTS OF CORPUS DELECTI. 3) IF NOT USING EVID. CONTINUATION FORM, DESCRIBE EVIDENCE INCLUDE PRINTS. STATE LOCATION FOUND AND BY WHOM. GIVE DISPOSITION. 4) SUMMARIZE OTHER DETAILS, INCL. WHEN & WHERE PERSONS WITH NO PHONE CAN BE LOCATED. 5) INDICATE TYPE OF TRANSLATOR NEEDED FOR ANY INVOLVED PERSON. 6) LIST ITEMS MISSING.

ITEM #	QUAN.	ARTICLE	SERIAL #	BRAND	MODEL #	MISC. (COLOR, SIZE, INSCRIPTIONS, CALIBER, ETC.)	DOLLAR VALUE

APPROVAL AND REVIEW	SUPERVISOR APPROVING	SERIAL NO.	DETECTIVE SUPERVISOR REVIEWING	SERIAL NO.

DATE & TIME REPRODUCED	DIVISION	CLERK	CATEGORY

CLEARED BY ARREST	Yes	No

VICTIM INDEMNIFICATION INFORMATION (IF APPLICABLE):

SHOTS FIRED

USE OF FORCE

NARCOTICS STOLEN - NARC. DIV.

DSD (GAS) / CRASH

FIREARM STOLEN / LOST - DHD & R&I CRIME / PROPERTY TT SPVR.

EXTRA COPY TO:

IF MORE SPACE IS REQUIRED, USE CONTINUATION SHEET, 15.09.0.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 2, 1986

SUBJECT: CHEMICAL TEST ADMONITION—REVISED

PURPOSE: Effective on January 1, 1986, Vehicle Code Section 23157 amends the Chemical Test Admonition to add that driving-under-the-influence (DUI) arrestees who refuse to submit to or complete a chemical test will be subject to mandatory imprisonment and a longer revocation period of their driving privilege. This Order revises Special Order No. 7, 1985, implements the amended admonition, and revises the forms on which the admonition is printed.

PROCEDURE:

- I. CHEMICAL TEST AND DUI DRUG ADMONITION—AMENDED.** The Chemical Test Admonition on the DUI Arrest Report, Form 5.02.5, and the DUI Drug Admonition on the Drug Influence Evaluation, Form 8.40.2, are amended as follows:

If you refuse to submit to a test or fail to complete a test, your driving privilege will be suspended for six months. If you have one conviction of driving-under-the-influence of alcohol or drugs, or any combination of these, within the past five years, including such a charge reduced to reckless driving, your driving privilege will be revoked for *two years*. With two or more of these previous convictions, within the past five years, your driving privilege will be revoked for three years. *In addition, if you refuse to submit to a test or fail to complete a test, and you are convicted of driving-under-the-influence of any alcoholic beverage or drugs, or any combination of these, your refusal will result in a fine and mandatory imprisonment.*

Until the revised forms are available, an officer reading this admonition to a DUI arrestee, in English or Spanish, shall ensure that the above italicized information is included. When completing the DUI Arrest Report or Drug Influence Evaluation, the officer shall print at the end of Paragraph 3 of the admonition: "*Mandatory imprisonment info given.*"

Note: The Citation Guide, Form 16.65, contains a court approved Spanish translation of the Chemical Test Admonition. The amended Paragraph 3, in English and Spanish, suitable for insertion into the Guide, is included with this Order.

FORMS AVAILABILITY: The revised DUI Arrest Report, Form 5.02.5, and Drug Influence Evaluation, Form 8.40.2, are available at Supply Division. They should be ordered and placed in use without delay. Upon their receipt, present forms shall be bundled and marked "Obsolete-Destroy" and returned to Supply Division. The Citation Guide will not be reprinted until May 1986.

AMENDMENTS: This Order amends Sections 4/343.36 and 4/343.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Officer-In-Charge, Traffic Coordination Section, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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CHEMICAL TEST & DUI DRUG ADMONITION
Paragraph 3 — Amended January 1, 1986

3. If you refuse to submit to a test or fail to complete a test, your driving privilege will be suspended for six months. If you have one conviction of driving-under-the-influence of alcohol or drugs, or any combination of these, within the past five years, including such a charge reduced to reckless driving, your driving privilege will be revoked for two years. With two or more of these previous convictions, within the past five years, your driving privilege will be revoked for three years. In addition, if you refuse to submit to a test or fail to complete a test, and you are convicted of driving-under-the-influence of any alcoholic beverage or drugs, or any combination of these, your refusal will result in a fine and mandatory imprisonment.

Note to reporting officer: Until 1/86 form revisions are in use, at the end of Paragraph 3 on the report form print: "Mandatory imprisonment info given."

SPANISH TRANSLATION OF PARAGRAPH 3

3. Su privilegio de manejar sera suspendido por seis meses si usted se niega a someterse a una prueba o si no logra completar una prueba. Si a usted se le ha declarado culpable una vez por manejar bajo la influencia de alcohol o de drogas, o de cualquier combinacion de ambas cosas, dentro de los ultimos cinco anos, incluyendo tal cargo reducido a manejar con imprudencia, su privilegio de manejar sera revocado por dos anos, con dos a mas de estos fallos de culpabilidad previos durante los ultimos cinco anos, su privilegio de manejar sera revocado por tres anos.

Adicionalmente, si usted se niega a someterse a una prueba o si no logra completar una prueba, y se le encuentra culpable de manejar bajo la influencia de cualquier bebida alcohólica o de drogas, o de cualquier combinacion de ambas cosas, su negativa resultara en una multa y encarcelamiento obligatorio.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

JANUARY 31, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. INCLUSION OF JUVENILE AUTOMATED INDEX PRINTOUT WITH JUVENILE ARREST REPORTS.** Officers are currently required to transcribe information from the Juvenile Automated Index (JAI) to the Prior Record portion of the Juvenile Arrest Report, Form 5.2.6. This Order cancels that requirement and requires officers to include the JAI printout as a page of the arrest report.

Effective immediately, officers shall include a copy of the Juvenile Automated Index printout as the last numbered page of the Arrest Report, Form 5.2, when a juvenile is booked.

Exception: When a Property Report, Form 10.1, is completed, the Form 10.1 shall be the last numbered page of the report.

Note: The Juvenile Arrest Report will be revised at the next printing to omit the Prior Record section. Until the revised forms are received, officers shall mark "C—Last Page" in the Prior Record portion of the form.

AMENDMENT: This Order amends Section 4/218.60 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. CLEARED BY ARREST PROCEDURES.** This Order amends cleared by arrest procedures relating to original crime reports.

- A. Crimes Cleared by Arrest Procedures—Revised.** The clearing of crimes on original crime reports is cancelled. Crime reports shall be cleared by using a Follow-up Investigation, Form 3.14.

Exception: Misdemeanor crimes reported on combined crime and arrest reports shall continue to be automatically cleared by Automated Information Division.

The "Cleared by Arrest" checkboxes will be deleted from the Preliminary Investigation Report, Form 3.1; Worthless Document Investigation, Form 3.6; Vehicle Investigation, Form 3.7; and Bicycle Investigation, Form 3.12, at the next regular printing. Existing stock shall be used until depleted.

AMENDMENT: This Order amends Section 4/216.17 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. BOOKING OF EVIDENCE AND PROPERTY BY THE LOS ANGELES DEPARTMENT OF AIRPORTS POLICE BUREAU (LADAPB).** This Order allows the LADAPB to book evidence and property into Department custody.

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Officers of the LADAPB shall be permitted to book evidence and property into the custody of this Department. Follow-up and disposition of evidence shall be the responsibility of the LADAPB officer originally booking the evidence when no investigating officer is assigned the case. A Property Disposition Request, Form 10.6, shall be forwarded to the Chief of Airports Police Bureau, Los Angeles Department of Airports Police Bureau.

Department officers accepting custody of an LADAPB employee's arrestee shall assume responsibility for all evidence and property associated with the arrest.

Note: The officer accepting custody of the arrestee shall provide the concerned LADAPB officer with one copy of the Receipt for Property Taken into Custody, Form 10.10, for any property received. The assigned Department investigating employee shall assume responsibility for follow-up and disposition of this property and evidence.

AMENDMENT: This Order amends Section 4/801 of the Department Manual.

✓ **AUDIT RESPONSIBILITY:** The Commanding Officer, Operations-West Bureau, and the Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

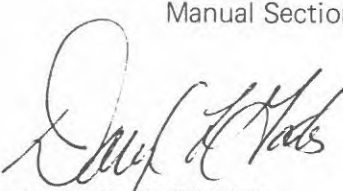
IV. GRIEVANCE REPORTING PROCEDURES—REVISED. The City of Los Angeles has instituted a new system to facilitate monitoring the status of grievances. Executive Directive No. 15 has directed City departments and employees to submit grievances and grievance responses on existing *City* forms. Currently, the Department uses the Employee Report, Form 15.7, and the Intradepartmental Correspondence, Form 15.2, to process grievances. This Order amends the existing procedures to utilize the appropriate City forms.

A. Grievance Reporting—Use of Forms.

- * **Grievance Initiation—Form General 162.** This form shall be used by employees to serve written notice of a grievance on their commanding officer for the first level of formal review. This form shall also be used for submitting requests for emergency grievance consideration.
- * **Grievance Response—Form General 163.** This form shall be used to respond to grievances at all levels of review including the informal discussion level and the emergency grievance review.
- * **Grievance Appeal—Form General 164.** This form shall be used by employees when appealing a grievance to the second or third levels of formal review. This form shall also be used when serving written notice on the Police Commission of a grievance not satisfied by the Chief of Police under the Emergency Grievance Review Procedure.

AMENDMENTS: This Order amends Sections 3/745.15, 3/745.20, 3/745.25, 3/745.30, 3/745.55 and 3/745.60 of, adds 3/745.12 to, and deletes Sections 3/745.40 and 3/745.45 from, the Department Manual.

✓ **AUDIT RESPONSIBILITY:** The Employee Relations Administrator, Office of the Chief of Police, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 7, 1986

SUBJECT: ELDER ABUSE REPORTING REQUIREMENTS

PURPOSE: Senate Bill (SB) 1210, effective January 1, 1984, was created to document the incidence of elder abuse in California and ascertain the need to develop service programs for victims of such abuse. This bill mandates that certain persons and agencies, including police department employees, involved with elder care or protection report all suspected cases of physical abuse of elders (65 years and older). This Order implements the provisions of SB 1210.

PROCEDURE:

I. ELDER PHYSICAL ABUSE—DEFINED. "Elder physical abuse" is defined as a situation where any person who has the care or custody of, or who stands in a position of trust with, an elder willfully inflicts upon that elder any cruel or inhuman corporal punishment or injury. Physical abuse includes, but is not limited to, direct beatings, sexual assault, unreasonable physical constraint, or prolonged deprivation of food or water.

II. SUSPECTED ELDER PHYSICAL ABUSE REPORTED BY DEPARTMENT EMPLOYEES.

A. **Officer—Responsibilities.** Cases of suspected elder physical abuse encountered in the field shall be recorded by the officer first coming in contact with the suspected victim. Officers shall, in addition to other appropriate action:

- * Ensure that the circumstances surrounding any injuries sustained by the victim are investigated; AND,
- * Complete the appropriate crime, arrest, and/or injury reports with the words "POSSIBLE ELDER ABUSE" printed along the left margin.

B. **Supervisor—Responsibility.** The concerned supervisor, prior to approving a crime, arrest, and/or injury report of possible elder abuse, shall indicate extra copy distribution to the DPSS.

C. **Records Unit—Responsibility.** Records unit employees, upon receipt of a report of elder abuse, shall forward one copy of all related reports to the DPSS.

Chief Statistical Analyst
DPSS Research and Statistical Services Section
225 East Broadway Street
Glendale, California 91205

Note: The DPSS address will be included in the next printing of the Distribution Guide, Form 5/030.66.

III. SUSPECTED ELDER PHYSICAL ABUSE REPORTED BY PRIVATE PERSONS.

A. **Department Employee—Responsibility.** Department employees, upon telephonic notification of a suspected case of elder physical abuse, shall handle the call as a request for service according to established procedures.

Department employees, upon receipt of a Report of Suspected Elder Physical Abuse, DPSS Form PA1980, from a private person shall forward the form to the concerned geographic detective division. If the Area of occurrence is outside of the City's jurisdiction, the form shall be forwarded to the appropriate law enforcement agency.

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FEBRUARY 7, 1986

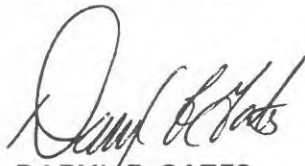
Note: The Report of Suspected Elder Physical Abuse, Department of Public Social Services (DPSS) Form PA1980, is used by private persons to report cases of elder abuse to an elder protective agency.

- B. **Geographic Detective Division—Responsibility.** The geographic detective division, upon receipt of DPSS Form PA1980 completed by a private person, shall conduct a follow-up investigation and forward the form to the DPSS. If the investigation discloses that a crime has occurred, the concerned detective shall complete the appropriate crime report.

Note: When no crime report is required the concerned detective shall so note on the DPSS Form PA1980 and maintain a copy in the detective's work folder. Automated records of *alleged* elder abuse are maintained by DPSS and will be made available to the concerned detective upon request by contacting the Elder Abuse Section, DPSS, at (818) 572-5875.

AMENDMENT: This Order adds Section 4/209 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

FEBRUARY 28, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURES:

- I. PRIVATE PERSONS ARREST.** Recent audits of Department procedures relating to private persons arrests have revealed that a significant percentage of shoplifting cases are being rejected by the City Attorney because required store reports are not available at the time filing is sought. This Order amends procedures to ensure that store reports are included as numbered pages of the Department arrest or release from custody (RFC) reports.

- A. Officers—Responsibilities.** Officers receiving an arrestee from an arresting private person shall:

- * Obtain copies of any and all written reports completed by the arresting private person, or statements of guilt signed by the arrestee;

Note: If the arresting private person cannot or will not provide written documents pertaining to the arrest, a detailed statement explaining the circumstances shall be included in the arrest or RFC report.

- * Record the appropriate booking and DR numbers on the upper right corner of the documents; and,
- * Number the documents as separate pages of the arrest or RFC report in sequence, following the last page of the narrative portion of the report.

Note: When using the Property Report, Form 10.1, in combined reporting, the Property Report shall be the last page.

AMENDMENT: This Order amends Section 4/216.33 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. PRE-EXIT INTERVIEWS.** A recent audit conducted by Personnel and Training Bureau has revealed that there are currently no pre-exit interview procedures for Department civilian employees transferring to another City department. This Order revises current pre-exit interview procedures to include those civilian employees who are transferring to other City departments.

When notified by Personnel Division of the impending transfer of a civilian employee to another City department, the employee's commanding officer shall schedule the employee for a pre-exit interview with the Civilian Employment Section, Personnel Division.

AMENDMENTS: This Order amends Sections 2/520.21 and 3/728.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

DISTRIBUTION "A"

FEBRUARY 28, 1986

III. TACTICAL MANUAL AMENDMENTS. This Order informs Department employees of certain additions, deletions, and revisions in the Tactical Manual.

- A. Parker Center Defense Plan.** Special Order No. 27 of 1983 inadvertently transferred the responsibility for developing and maintaining the Parker Center Defense Plan from Detective Services Group, Operations-Headquarters Bureau, to Jail Division, Support Services Bureau. This Order returns that responsibility to Detective Services Group.

The Commanding Officer, Detective Services Group, is reassigned as the Parker Center Defense Commander and is responsible for development and maintenance of the Parker Center Defense Plan, as well as for its activation. Commanding officers and watch commanders assigned to Jail Division, Juvenile Division, Detective Headquarters Division, and Motor Transport Division are responsible for providing personnel for defense posts and shall familiarize themselves with the defense plan.

Jail Division continues to be responsible for the daily routine security of Parker Center.

Regarding geographic Areas, detective commanding officers shall ensure all personnel under their command familiarize themselves with facility defense plans and, upon plan activation, staff applicable defense positions.

Area station security responsibilities remain unchanged.

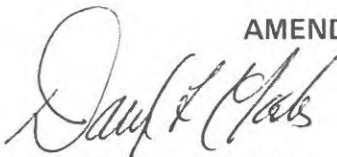
AMENDMENTS: This Order revises the content of Tactical Manual Sections B/601, B/603.01, B/611, and B/611.01 and adds Section B/611.015 to the Tactical Manual. Additionally, obsolete terminology has been deleted from Sections B/602.03 and B/603.

- B. Evacuee Transportation.** In addition to considering use of Southern California Rapid Transit District (RTD) buses for evacuation of residents unable to transport themselves during disasters, consideration should be given to use of Los Angeles Unified School District (LAUSD) buses.

When directed by the concerned watch commander or field commander, RTD buses may be obtained on a 24-hour basis by notifying the RTD Dispatching Supervisor at (213) 972-3426. For use of LAUSD buses, the LAUSD Security Watch Commander should be contacted at (213) 625-6631. All requests for buses should be made through the EOC if it is activated.

Use of Department buses remains available through the Administrative Information Unit, Detective Headquarters Division.

AMENDMENT: This Order revises Tactical Manual Section D/305.07.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 7, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **MEDICAL SCREENING FOR INTOXICATED ARRESTEES.** Current Department procedure requires an officer to immediately request an ambulance for any unconscious person who cannot be revived (4/210.23). Persons in such a condition pose a unique potential for serious medical disorder and may, at times, die if they do not receive proper medical treatment as soon as possible. This potential is substantially heightened by such factors as PCP intoxication or chronic alcoholism--conditions often unrecognizable to non-medical personnel. This Order expands the definition of "unconscious" and requires medical treatment before an unconscious person can be released to an alternative booking facility such as a detoxification center.

When an officer encounters an unconscious person who cannot be revived, the officer shall immediately request an ambulance. Unconscious includes a person who reacts only momentarily to a pain compliance stimulus or ammonia inhalant, or is unable to remain awake without repeated coaxing. Such a person shall not be released to an alternative booking facility without medical treatment.

AMENDMENTS: This Order amends Sections 4/210.23 and 4/240.10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **REPORTING USE OF FORCE INCIDENTS--REVISED.** This Order requires an off-duty employee who is involved in a reportable use of force incident to make a timely notification of the incident to the Department.

- A. **Off-Duty Employees Reporting Use Of Force Incidents--Revised.** Off-duty employees who become involved in a reportable use of force incident shall notify their supervisor or watch commander without unnecessary delay. Notification shall be made to the Watch Commander, Detective Headquarters Division, when the employee's location of assignment is closed.

Note: Employees are still required to submit a copy of the necessary use of force reports to their supervisor no later than their next regularly scheduled tour of duty.

- B. **Reportable Use of Force Incidents -- Defined (4/245.05).** A reportable use of force incident is defined as an incident in which any on-duty Department employee, or off-duty employee whose occupation as a Department employee is a factor, uses a non-lethal control device or any physical force to:

- * Compel a person to comply with the employee's directions; or,
- * Overcome resistance by a suspect during an arrest or a detention; or,
- * Defend any person from an aggressive action by a suspect.

Exceptions: The following incidents are *not* reportable under the provisions of this Section:

- * The use of a firm grip control only, which does not result in an injury; or,
- * That force necessary to overcome a passive resistance due to physical disability or intoxication which does not result in an injury; e.g., the use of a wrist lock to assist an intoxicated person to a standing position; or,
- * An incident investigated by the Officer-Involved Shooting Section, Robbery-Homicide Division.

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MARCH 7, 1986

AMENDMENT: This Order amends Section 4/245.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. SUSPECTED CHILD ABUSE NOTIFICATIONS – REVISED.** Current State law requires that a written report of known or suspected child abuse be forwarded to the District Attorney within 36 hours. This Order assigns responsibility for notifying the District Attorney's Office and informs Department personnel of a Department of Justice (DOJ) form change.

Department of Justice (DOJ) Form SS 8583 replaces DOJ Form SS 8575. The new form provides sufficient copies for dissemination to Department of Social Services, District Attorney's Office, and Department of Justice.

Detectives assigned cases of known or suspected child abuse shall, in addition to their normal investigative follow-up, mail a copy of DOJ Form SS 8583 to the District Attorney's Office within 36 hours of the reported incident. The copy shall be addressed to:

Los Angeles County District Attorney's Office
Child Abuse Unit (772 Hall of Records)
320 West Temple Street
Los Angeles, CA. 90012

FORM AVAILABILITY: DOJ Form SS 8583 is available through Supply Division, Stock Number 85-15-681.

AMENDMENT: This Order amends Section 4/218.51 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. STATE AND COUNTY ARREST HISTORY RECORDS—AMENDED PROCEDURES.** Officers are not attaching a copy of State and County Arrest History Records (Rap Sheets) to the original arrest or release from custody (RFC) reports as required. This Order amends procedures to ensure that Rap Sheets are forwarded with these reports.

- A. **Arrest Report and Release From Custody (RFC) Report Continuation—Revised.** The Arrest Report, Form 5.2, and the RFC Report Continuation, Form 5.2.8, will be revised at the next printing to add checkboxes to indicate whether Rap Sheets are attached to the original report.
- B. **Reporting Officer's Responsibility.** Officers completing a misdemeanor Arrest Report or RFC Report Continuation shall check the appropriate box indicating the Rap Sheets are or are not attached. The printout shall be attached and the "Yes" box checked even when no arrests are indicated.

FORMS AVAILABILITY: Existing stock of forms is to be used until depleted.

AMENDMENTS: This Order amends Sections 5/5.2 and 5/5.2.8 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Headquarters Division, shall monitor compliance with this directive in accordance with the provisions of Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

PRD

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MARCH 28, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. JUVENILE BOOKING TELETYPES—REVISED.** The implementation of the Decentralized Automated Booking Information System (DABIS) has eliminated the need in most cases for record units to teletype juvenile booking information to Records and Identification Division. This Order deletes the requirement for juvenile booking teletypes, except when an arrestee 18 years of age or older is booked for a crime committed when the arrestee was a juvenile, or when DABIS processing is not used.

Juvenile booking information shall no longer be routinely teletyped to the Juvenile Records Unit, Records and Identification Division, and Detective Headquarters Division.

Exception: A juvenile booking teletype shall be sent manually when DABIS processing is not used to book a juvenile, or a person 18 years of age or older is arrested and booked for a crime committed when the arrestee was a juvenile.

AMENDMENT: This Order amends Sections 4/165.02 and 4/218.95 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. ANALYZED EVIDENCE REPORT, FORM 12.20.0.** This Order amends procedures relating to the Analyzed Evidence Report, Form 12.20.0.

- * **Use of Form.** The Analyzed Evidence Report is used to record a request for an analysis of booked evidence and to record the results thereof.
- * **Completion.** Officers requesting booked evidence to be analyzed, in other than detained juvenile cases, shall telephonically notify Scientific Investigation Division (SID) during normal working hours. SID personnel shall then complete the top portion of the Analyzed Evidence Report, Form 12.20.0, in triplicate. The SID employee conducting the analysis shall complete the "SID USE ONLY" portion.
- * **Completion—Detained Juveniles.** The employee booking evidence in detained juvenile cases shall complete the top portion of the Analyzed Evidence Report in triplicate and forward all copies to SID. The SID employee conducting the analysis shall complete the "SID USE ONLY" portion.

Distribution.

Original	—	SID
1	—	Enclosed in Analyzed Evidence Envelope by SID after the analysis.
1	—	Enclosed in a coin envelope stapled to the back of the Analyzed Evidence Envelope by SID after the analysis.

AMENDMENT: This Order amends Section 5/12.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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MARCH 28, 1986

III. SUBPOENA SERVICE BY MAIL. Penal Code Section 1328d provides that service of a subpoena may be accomplished by mail and that the service is completed when the witness acknowledges receipt of the subpoena to the sender by telephone, mail, or in person. This Order establishes procedures for the service of preliminary hearing subpoenas to private person witnesses by mail.

Subpoena service by mail procedures shall only be used by investigative personnel. When a subpoena for a preliminary hearing is to be served by mail on a private person witness, the concerned detective shall:

- * Determine if the witness is willing to accept the subpoena by mail and is willing to appear in court;
- * Determine if the witness has a permanent or valid mailing address; and,
- * Instruct the witness to acknowledge receipt of the subpoena by telephone, by mail, or in person, and to verify his or her identity by providing date of birth **AND** driver's license number, or Department of Motor Vehicles Identification Card number.

Note: Subpoena service is not complete until the above criteria are met.

Subpoenas shall be mailed using a plain white envelope. The envelope shall be marked legibly with the address of the witness and a complete return address. Subpoenas shall be mailed through United States mail via intradepartmental mail.

A detective or other employee receiving an acknowledgement for receipt of a subpoena shall record the witness's identification information on the original (sender's) copy of the subpoena and process the original in accordance with the procedures set forth in Section 4/745.10 of the Department Manual.

If a Department employee who has mailed a subpoena does not receive timely verification that the witness has received the subpoena, the employee shall make a reasonable effort to contact the witness to ensure proper service of the subpoena.

AMENDMENT: This Order adds Section 4/745.11 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. SPECIALIZED EVIDENCE ENVELOPES FOR CORONER AND TEST FIRE EVIDENCE.

This Order activates specialized evidence envelopes for use by Scientific Investigation Division (SID) to ensure that evidence received from the Coroner and from the test firing of firearms is handled properly.

- A. **Coroner Evidence Envelope, Form 10.21.0.** The Coroner Evidence Envelope, Form 10.21.0, is activated. The envelope is used by SID personnel to categorize and store certain evidence received from the Coroner.
- B. **Test Fire Evidence Envelope, Form 10.22.0.** The Test Fire Evidence Envelope, Form 10.22.0, is activated. The envelope is used by SID personnel to categorize and store test fire evidence.

FORMS AVAILABILITY. The specialized evidence envelopes are now available at Supply Division.

Ordering Information:

- 10.21.0 Material Code No. 8513903, Issue Unit P100
- 10.22.0 Material Code No. 8513904, Issue Unit P100.

AMENDMENTS: This Order adds Sections 5/10.21 and 5/10.22 to the Department Manual


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

APRIL 4, 1986

SUBJECT: REORGANIZATION WITHIN THE DEPARTMENT

PURPOSE: This Order deactivates the Olympic Games Planning Coordinator, revises the organizational structure of Support Services Bureau, and retitles and transfers the Police Reserve Corps Unit from Personnel Division to Employee Opportunity and Development Division.

PROCEDURE:

I. OLYMPIC GAMES PLANNING COORDINATOR—DEACTIVATED. The Olympic Games Planning Coordinator is deactivated.

II. SUPPORT SERVICES BUREAU—ORGANIZATION. In addition to the Administrative Office, Support Services Bureau is composed of:

- * Automated Information Division;
- * Communications Division;
- * Jail Division;
- * Planning and Research Division;
- * Records and Identification Division; and,
- * Scientific Investigation Division.

Note: The functions and responsibilities of these divisions remain unchanged.

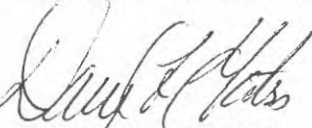
Automation and Communications Group and Auxiliary Services Group, Support Services Bureau—Deactivated. The Automation and Communications Group and Auxiliary Services Group, Support Services Bureau, are deactivated.

Correspondence Reference Numbers—Amended. Correspondence numbers for the divisions of Support Services Bureau are assigned as follows:

- 9.1 Automated Information Division;
- 9.2 Communications Division;
- 9.3 Jail Division,
 - 9.3.1 Valley Jail Section;
- 9.4 Planning and Research Division;
- 9.5 Records and Identification Division,
 - 9.5.1 Crime and Miscellaneous Report Section,
 - 9.5.2 Warrant Section,
 - 9.5.3 Criminal Records Section,
 - 9.5.4 Teletype Section;
- 9.6 Scientific Investigation Division.

III. POLICE RESERVE CORPS UNIT, PERSONNEL DIVISION—RETITLED AND TRANSFERRED. The Police Reserve Corps Unit is redesignated the Reserve Administrative Section and is transferred from Personnel Division to Employee Opportunity and Development Division.

AMENDMENTS: This Order amends Sections 2/064, 2/213, 2/307.61, 2/307.63, 2/307.64, 2/307.66, 2/307.67, 2/307.68, 2/307.69, 2/525.01, 2/525.05, 2/605, 2/630, 2/640, 2/660, 2/670, 2/680, 3/252.15, 3/252.60, 3/252.70, 3/705.80, 3/716.30, 3/870.50, 4/110.10, 4/110.20, 4/645.16, 5/030.50, 5/080.96 of, and deletes Sections 2/215, 2/215.01, 2/307.62, 2/520.13, 2/615, 2/615.01, 2/655, 2/655.01, 3/743, 3/743.30, and 3/743.50 from, the Department Manual.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

APRIL 18, 1986

SUBJECT: PACKAGING OF PROPERTY AND TRANSFER OF NARCOTICS EVIDENCE—REVISED

PURPOSE: This Order revises the watch commander's responsibilities regarding the acceptance of property when the Area property room is closed, and the transfer of narcotics evidence booked into Pacific and West Los Angeles Area property rooms.

PROCEDURE:

- I. PACKAGING OF PROPERTY—WATCH COMMANDER'S RESPONSIBILITIES.** The watch commander shall inspect all narcotics evidence submitted for booking and shall ensure the property is properly packaged, identified, and stored in the Area's interim storage area. The watch commander shall cause the evidence to be transferred to Central or Valley Property Section (4/515.30).
- II. TRANSFER OF NARCOTICS EVIDENCE—PACIFIC AND WEST LOS ANGELES AREAS.** When narcotic or dangerous drug evidence is booked at Pacific Area or West Los Angeles Area, the morning watch commander shall cause the evidence to be transferred to Valley Property Section by notifying the Watch Commander, Detective Headquarters Division, prior to 0100 hours.


Note: Officers booking arrestees directly into Valley Jail Section may book related evidence directly into Valley Property Section.

A Valley Property Section employee having narcotic or dangerous drug evidence marked "Return" for Pacific or West Los Angeles Area, shall notify the Watch Commander, Detective Headquarters Division, prior to 0100 hours of the day it is to be returned.

Detective Headquarters Division shall transport narcotic and dangerous drug evidence from Pacific and West Los Angeles Areas to Valley Property Section by 0800 hours on the day of the request and return the evidence marked "Return," as applicable.

AMENDMENTS: This Order amends Sections 4/570.40 and 4/510.60 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

APRIL 25, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. PRE-BOOKING MEDICAL TREATMENT DOCUMENTATION.** Due to the unavailability of an arrestee's medical treatment record, the City Attorney's Office has been unable to substantiate allegations against arrestees charged with being under the influence of phencyclidine (PCP). This Order requires that a copy of the medical treatment record be attached to arrest reports completed for arrestees booked for being under the influence of a drug.

When medical treatment is rendered, officers shall include a legible copy of the entire medical treatment (MT) record as a separate page of the arrest report of an arrestee booked or charged for being under the influence of a drug. When a doctor is unable or refuses to provide a copy of the MT record, a notation to that effect shall be included in the narrative portion of the arrest report. A detailed statement of the MT shall still be included in the narrative of the report.

Note: The original MT record received from the medical facility shall be given to the employee completing the booking process.

AMENDMENT: This Order amends Section 5.2-10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. ATHLETIC ACTIVITY REGISTER, FORM 13.14—REVISED.** Medical Liaison Section, Personnel Division, is responsible for processing medical claims filed as a result of an employee injury sustained during a Department approved athletic event or while using Department athletic equipment. The Athletic Activity Register, Form 13.14, is used to verify the time and location of an employee's injury. This Order assigns geographic Area commanding officers the responsibility for maintaining the Athletic Activity Register and revises the distribution of the completed forms.

- A. Area Commanding Officers—Responsibilities.** Geographic Area commanding officers shall:

- * Maintain the Athletic Activity Register for Department employees using the athletic facilities at their station; and,
- * Retain completed Athletic Activity Registers for one year; then,
- * Forward completed Athletic Activity Registers to Medical Liaison Section, Personnel Division.

Note: The Commanding Officer, Property Division, shall maintain and forward the completed Athletic Activity Registers for employees using the athletic facilities at Parker Center and the Valley Headquarters building (Manual Sections 2/450.13 and 2/450.33). The Commanding Officer, Training Division, shall maintain and forward the completed Athletic Activity Registers for employees using the athletic facilities at Training Division.

- B. Commanding Officer, Central Area—Responsibility.** The Commanding Officer, Central Area, shall maintain the Department Athletic Activity Register for employees using the athletic facilities at the Central Facilities building, retain the forms for one year, and then forward the completed forms to Medical Liaison Section, Personnel Division.
- C. Personnel Division—Responsibility.** Medical Liaison Section, Personnel Division, shall retain the completed Athletic Activity Registers in accordance with the Department Records Retention Program.

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APRIL 25, 1986

AMENDMENTS: This Order amends Sections 2/450.13, 2/450.33, 2/520.33, 2/530.15, 2/1120.13, and 5/13.14 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. REALIGNMENT OF TRAFFIC COORDINATION SECTION. This Order transfers Traffic Coordination Section from Operations-Headquarters Bureau to the Office of Operations.

A. **Traffic Coordination Section, Operations-Headquarters Bureau—Transferred.** Traffic Coordination Section is transferred from Headquarters Uniformed Services Group, Operations-Headquarters Bureau, to the Office of Operations. The Department Traffic Coordinator, Office of Operations, will retain line command over the Section and will report to the Director, Office of Operations.

B. **Correspondence Reference Number.** The correspondence reference number for Traffic Coordination Section is changed to 1.2.3.

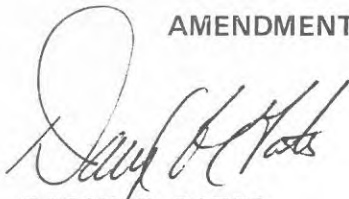
AMENDMENTS: This Order amends Sections 2/908, 4/110.20, and 5/080.96 of; adds Sections 2/907.12, 2/930, 2/930.01, 2/930.10, and 2/930.20 to; and deletes Sections 2/1009, 2/1036, 2/1036.01, 2/1036.10, and 2/1036.20 from, the Department Manual.

IV. TACTICAL MANUAL ADDITION. This order informs Department employees of certain additions to the Tactical Manual.

Tactical Manual Section D/306.04 informs Department employees of the Catastrophic Earthquake Identification Card (CEIC) Program. Private industry recovery personnel issued such cards are authorized, subject to the field commander's approval, entry into devastated areas to perform essential repairs.

Section D/306.05 defines the limitations and restrictions placed on the use of the Catastrophic Earthquake Identification Card (CEIC).

AMENDMENTS: This Order adds Sections D/306.04 and D/306.05 to the Tactical Manual.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

MAY 16, 1986

SUBJECT: SERVICE OF FELONY WARRANTS AND PLACING OF ADDITIONAL FELONY CHARGES—PERSON IN LOS ANGELES COUNTY CUSTODY

PURPOSE: Recently, members of this Department have encountered procedural problems while attempting to rebook prisoners in custody at Los Angeles County jail facilities. This Order revises the procedure for rebooking arrestees in County custody when a *felony* warrant is served, an open charge is added, or additional charges have been filed and no warrant has been issued.

PROCEDURE:

I. INVESTIGATING OFFICER—RESPONSIBILITIES. When a prisoner in a Los Angeles County jail facility is wanted by this Department on a felony warrant or is the subject of an additional filed or open charge, the concerned investigating officer shall:

- * Determine the location of the prisoner from the Inmate Reception Center, Los Angeles County Men's Central Jail, or from Sybil Brand Institute when the prisoner is a female.

Note: When a male prisoner is confined at a location other than County Central Jail a teletype shall be sent to the Watch Commander, Inmate Reception Center, requesting that the prisoner be immediately transferred to County Central Jail for additional booking. All female prisoners in County custody are confined at Sybil Brand Institute.

Felony warrants shall be served and additional charges preferred only at County Central Jail or Sybil Brand Institute.

- * Complete and print out a Decentralized Automated Booking Information System (DABIS) booking via Network Communications System (NECS) prior to going to the County facility. When completing the DABIS booking, ensure that:
 - * The current County booking number is entered into the booking number field (BKG#) on the DTL2 format;
 - * A "Y" is entered in the "SUPPLEMENTAL BOOKING" field on the DTL2 format; and,
 - * The *current* date and time is entered in the date and time of arrest and booking boxes.

Male Prisoners. Investigating officers serving felony warrants or preferring additional charges on a prisoner in custody at County Central Jail shall:

- * Serve the prisoner with the warrant or inform the prisoner of the additional charges and deposit the warrant or warrant abstract with the Sheriff's Warrants and Detainers Section, County Central Jail.
- * Complete an Additional Charges and Holds Record, Form SH-CR-435, and deposit it at the Sheriff's Warrants and Detainers Section.
- * Complete the following pages of the Consolidated Booking Form, Form 5.1:
 - * Booking and Identification Record, Form 5.01.2;
 - * Disposition of Arrest and Court Action, Form 5.09;
 - * Investigators Final Report, Form 5.10; and,
 - * CII Arrest Notification, Form 5.01.2.
- * Place the prisoner's right thumb print in the appropriate spaces on the CII Arrest Notification, and Booking Identification Record pages.
- * Complete a Sheriff's Inmate Reception Center Identification Request to obtain fingerprints.

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Note: When fingerprinting can be completed immediately by County jail deputies, the concerned detective shall ensure that three completed Fingerprint Cards, Form FD 249, are forwarded to Records and Identification Division with the completed original Arrest Report, Form 5.2. If fingerprinting cannot be completed immediately, the concerned detective shall obtain a mailing envelope from County jail personnel, enter the complete mailing address of Records and Identification Division (R&I), and ensure that the appropriate printed portions of each Form FD 249 have been completed. The County booking number shall be printed in the "additional information" space on the back of each Form FD 249. County jail personnel will mail the completed Form FD 249 cards to R&I.

- * Complete the Arrest Report page of the DABIS booking document.
- * Deliver the below pages of the Form 5.1 to a clerk in the division where the reports are to be reproduced:
 - * Booking and Identification Record, Form 5.01.2;
 - * Disposition of Arrest and Court Action, Form 5.09;
 - * Investigators Final Report, Form 5.10; and,
 - * CII Arrest Notification, Form 5.01.2.

Exception: Forward the Disposition of Arrest and Court Action, Form 5.9, to the appropriate arraignment court through the Department mail system when an arrest warrant is served, or previously filed charges are being added.

Female Prisoners. Investigating officers serving felony warrants or preferring additional charges on a prisoner in custody at Sybil Brand Institute shall comply with the procedure applicable at County Central Jail.

Exception: All LASD documentation shall be deposited with the Sybil Brand Institute reception office clerk.

AMENDMENT: This Order amends Section 4/725.50 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

MAY 28, 1986

SUBJECT: BOOKING PROCEDURES OF FEMALES AT SYBIL BRAND INSTITUTE—REVISED.

PURPOSE: Sybil Brand Institute (SBI), a facility built to house 900 prisoners, currently has a prisoner population of 2100. As a result of the overcrowded and understaffed conditions at that facility, the Los Angeles Sheriff's Department (LASD) has requested that Department employees pre-book female arrestees prior to transporting them to SBI. This will expedite the reception process at SBI, reduce the amount of time Department employees are required to remain there, and allow the LASD to reallocate reception area personnel to other critical custody duties. This Order revises procedures for booking female arrestees prior to confinement at SBI.

EFFECTIVE: June 1, 1986

PROCEDURE:

I. OFFICER'S RESPONSIBILITIES. Officers booking a female arrestee at Sybil Brand Institute (SBI) shall perform the following duties *prior* to transporting the female arrestee to SBI:

- * Transport the arrestee to the appropriate Area station;
- * Complete a Los Angeles Consolidated Booking Form, Form 5.1.2;

Note: When completing the Form 5.1.2, the "location of booking" shall be the Department facility where the form is obtained.

Exception: If the Decentralized Automated Booking Information System (DABIS) is unavailable, complete a Los Angeles Consolidated Booking Form, Form 5.1, and obtain a booking number telephonically from Records and Identification Division.

- * Obtain a numbered plastic property bag;
- * Enter the property bag number in the "Property" box of the Consolidated Booking Form;
- * Inventory the arrestee's personal property and list the property in the "Property" box of the Consolidated Booking Form;
- * Place the arrestee's property in the numbered plastic property bag. The Property Record page of the Consolidated Booking Form shall be placed in the bag in such a manner that the identification information is visible;

Note: The arrestee may retain a plain wedding band, dentures, and prescription eye glasses.

- * Ensure the Prisoner's Receipt page of the Consolidated Booking Form is retained by the arrestee;
- * Have a supervisor verify the accuracy of the personal property inventory listed on the arrest report and heat seal the plastic property bag in the presence of the supervisor;

Note: The name of the supervisor verifying the accuracy of the personal property inventory shall be included in the arrest report. Whenever practicable, the inventory and packaging of the arrestee's personal property should be performed in the arrestee's presence. Arrestees booked at SBI may retain up to \$40.00 in U.S. Currency. The currency shall be placed in a coin envelope. The prisoner property bag shall be sealed immediately above the arrestee's personal property and the coin envelope shall be sealed separately in the upper portion of the plastic property bag.

- * Obtain a booking photograph of the arrestee as required in Department Manual Section 4/635.10;
- * Complete three Fingerprint Cards, Form FD249. Attach the completed Fingerprint Cards to the Booking and Identification Record page of the Consolidated Booking Form;

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MAY 28, 1986

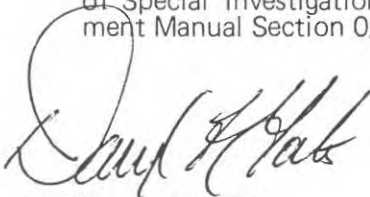
- * Complete one Palm Print, Form 5.6.1, and one Handwriting Exemplar, Form 5.7, as required by Department Manual Sections 4/625.25 and 4/625.30; and,
- * Distribute completed reports in accordance with established procedures. (Department Manual Sections 5/5.1-80 and 5/5.2).

The arrestee, plastic property bag, and the Jail Custody Record page of the Consolidated Booking Form shall be transported to SBI. The plastic property bag and the Jail Custody Record page will be retained by the reception clerk at SBI.

- II. SUPERVISOR'S RESPONSIBILITIES.** The supervisor verifying the accuracy of the arrestee's personal property inventory listed on the arrest report shall write his/her name and serial number on the left margin of the "Property Record" page, ensure that the page is placed in the property bag, and observe the sealing of the property bag.

AMENDMENTS: This Order deletes Section 4/604.06, and amends Sections 4/604.05 and 4/604.45, of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

JUNE 20, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **GENERAL REPORTING INSTRUCTIONS/PRELIMINARY INVESTIGATION REPORT (PIR) FIELD BOOK DIVIDER (FBD)—REVISED.** The General Reporting Instructions/PIR FBD, Form 18.30.0, has been revised to update certain information and has been expanded into two dividers.
 - A. **General Reporting Instructions/PIR FBD—Revised.** The General Reporting Instructions/PIR FBD, Form 18.30.0, has been revised and retitled "General Reporting Instructions FBD."
 - B. **Preliminary Investigation Report FBD—Activated.** The Preliminary Investigation Report FBD, Form 18.30.1, is activated. This divider contains instructions relating to the completion of a PIR, Form 3.1. The following updated changes in the completion of a PIR are included in the PIR FBD.
 - * An attached camper or housecar should be treated as a residence if inhabited *or if attached to an outside power source and the vehicle's wheels are removed*. A report of a theft from such a vehicle would be entitled "Burglary" or "Plain Theft," not BFV or TFV.
 - * Theft reports shall be entitled by the most descriptive term, followed by "grand" or "petty" where appropriate. Entering the word "THEFT" in front of the description is no longer required. A list of theft report titles is contained in the FBD.
 - * The "Premises" box on the PIR does not require the word "Residence" or "Business." The specific type (e.g., single family, laundromat, etc.) of premises shall be used.
 - * The "Victim's Vehicle" space shall be used to describe the victim's vehicle if involved in the crime and for B/TFV incidents. If a victim's vehicle is used by a suspect (e.g., Robbery/GTA) it is to be described in the "Victim's Vehicle" space, and the statement "VICT'S VEH USED" should be entered in the "Suspect's Vehicle" space.

FORMS AVAILABILITY: The revised dividers are now available at Supply Division.
ORDERING INFORMATION: Form 18.30.0 is in the Supply Catalog. Form 18.30.1 is Material Code 8513754, Issue Unit—Each.

AMENDMENTS: This Order amends Section 5/18.30.0 of, and adds Section 5/18.30.1 to, the Department Manual.

- II. **SUPPLEMENTAL CHARGE FINGERPRINTING PROCEDURE—AMENDED.** In December 1984, the California Department of Justice expanded its automated fingerprint identification and latent print services. This automated system, known as the California Identification System (CAL-ID), requires the Department to amend certain arrestee booking procedures. This Order revises the procedures for completing the Supplemental Charge Record, Form 5.8, and Fingerprint Card, Form FD249.
 - A. **Custodial Jailer—Responsibility.** Employees completing a Supplemental Charge Record, Form 5.8, shall print flat impressions of *both* thumbs on pages 1 and 2 of the Supplemental Charge Record. The left thumbprint shall be placed at the lower right corner of the additional information space.

Note: The Supplemental Charge Record will be revised at the next printing to include a space for the left thumbprint.

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If a thumb is missing, "Missing Thumb" shall be entered in the appropriate space. If both thumbs are missing, one additional Fingerprint Card, Form FD249, shall be completed and attached to the Records and Identification Division copies (pages 1 and 2) of the Supplemental Charge Record.

- A. **Supplemental Felony Charge.** When a *felony* charge is added against an arrestee who has already been booked, three additional Fingerprint Cards shall be completed by the concerned custodial jailer and forwarded to Records and Identification Division.

FORMS AVAILABILITY: The present stock of Supplemental Charge Record, Form 5.8, shall be used until depleted.

AMENDMENT: This Order amends Section 4/625.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. **MONTHLY FIREARMS QUALIFICATION—REVISED.** This Order revises the monthly firearms qualification requirements for all officers who have completed thirty or more years of service.

- A. Officers who have completed thirty or more years of service shall be required to meet the firearms qualification only once each calendar year at their convenience. Exempt officers are encouraged to qualify on a factory ammunition qualification month.

Note: Exempt officers shall replace their Department issued factory ammunition every six months.

- B. **Training Division—Responsibilities.** The Commanding Officer, Training Division, shall maintain a file of exempt officers semi-annual ammunition exchange.

AMENDMENTS: This Order amends Sections 2/530.20 and 3/258.02 of the Department Manual.


IV. **CIVILIAN COMMANDING OFFICER RATING REPORTS—REVISED.** Currently, civilian commanding officers are rated on the anniversary of their appointment date. This Order revises this procedure to require rating reports for civilian commanding officers and the Director, Behavioral Science Services Section, to be completed at the close of the calendar year. This revision will ensure that sworn and civilian commanding officers are rated concurrently.

Effective immediately, an Employee Evaluation Report, Form PDAS 28, shall be completed for a civilian commanding officer and the Director, Behavioral Science Services Section, at the close of the calendar year.

Note: The City Personnel Department will continue to distribute the preprinted Forms PDAS 28 on each civilian commanding officer's anniversary date. The Forms may be retained and used at the close of each year.

AMENDMENT: This Order amends Section 3/760.70 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

JULY 7, 1986

SUBJECT: RESIGNATION OR TERMINATION OF AN ENTRY LEVEL PROBATIONARY EMPLOYEE – REVISED

PURPOSE: This Order revises the distribution and review of termination or resignation reports of entry level probationary employees.

PROCEDURE:

- I. COMMANDING OFFICER – RESPONSIBILITY.** When a commanding officer becomes aware of the resignation of, or intends to recommend termination of a probationary employee, trainee employee, exempt employee, or emergency employee, for other than disciplinary reasons (3/728.20), an Intradepartmental Correspondence, Form 15.2, with supporting documentation shall be prepared. The 15.2 shall:

- * Indicate the employee's date of employment in the current Civil Service classification and the date that the probationary period will end;
- * Articulate the reasons for the termination or resignation;
- * Indicate that the commanding officer has reviewed the documentation, and through the application of administrative insight, determined that the termination or resignation is justified; and,
- * Contain a summary of the interview with the concerned employee indicating that the employee reviewed the documentation and what attempts were made to resolve any differences of opinion concerning the termination or resignation.

The 15.2 with all supporting documentation shall be forwarded within five administrative working days through the concerned Area and bureau commanding officers to the Commanding Officer, Personnel and Training Bureau.

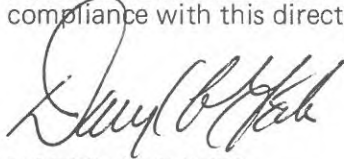
Note: In those instances involving termination of the employee, the Commanding Officer, Personnel and Training Bureau, must receive the 15.2 as soon as it is determined that the employee should be terminated and, when possible, no later than six weeks prior to the close of probation for sworn personnel and four weeks prior to the close of probation for civilian personnel.

- II. COMMANDING OFFICER, PERSONNEL AND TRAINING BUREAU—RESPONSIBILITY.** The Commanding Officer, Personnel and Training Bureau, shall review any request for termination or resignation of a probationary employee and forward the Form 15.2 to the Commanding Officer, Employee Opportunity and Development Division (EODD), for investigation.

Upon receipt of the results of EODD's investigation, the Commanding Officer, Personnel and Training Bureau, shall recommend approval or disapproval and forward the recommendation for resignation or termination, along with the investigation by EODD, to the Director, Office of Administrative Services, for final review. A copy of the EODD's investigation shall also be forwarded to the employee's commanding officer via the concerned bureau commanding officer.

AMENDMENT: This Order amends Section 3/728.30 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

AUGUST 1, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **PATROL DIVISION.** The Department is emphasizing the tried and true methods of law enforcement fundamentals and sound police management practices. The first step in this return to basics is the redesignation of Department entities to more accurately describe their function. This Order retitles Field Services Division.

Field Services Division is hereby redesignated Patrol Division.

AMENDMENT: The appropriate Sections of the Department Manual will be amended prior to the annual revision.

- II. **UNIFORM AND EQUIPMENT CHANGES.** The carrying of a cord-cuff restrainer attached to the key ring holder of a motorcycle officer's equipment belt may pose a safety hazard. This Order amends procedures relative to the cord-cuff restrainer carried by motorcycle officers.

Motorcycle officers shall carry the Department approved cord-cuff restrainer in a uniform pants pocket.

Note: Motorcycle officers shall not carry the cord-cuff restrainer attached on the key ring holder of their police equipment belt.

AMENDMENT: This Order amends Section 3/621.10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. **VIEWING OF BOOKED EVIDENCE.** Recently, a number of victims and witnesses have requested, or been referred by officers, to view evidence booked at Property Division or one of the outlying Area property rooms. Property Division personnel cannot properly determine who is authorized to view booked evidence and the division is not properly staffed to monitor persons while they view property. This Order establishes the procedure to be used when it is necessary for persons to view evidence booked at Property Division or one of the outlying Area property rooms.

Prior to allowing a victim or witness to view booked evidence, the concerned Property Division employee shall ensure that the victim or witness is accompanied by an officer from the Area/division which is assigned investigative responsibility. This officer shall monitor the victim or witness throughout the viewing process to ensure that the evidence is properly handled until being returned to the property officer.

AMENDMENT: This Order adds Section 4/575.30 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

DISTRIBUTION "A"

AUGUST 1, 1986

- IV. MERIT PAY REVIEW PROCEDURES—REVISED.** This Order requires that the withholding, removal, or reduction of merit pay be processed only after the merit pay appeal period has expired or an appeal has been made and the Board of Police Commissioners has rendered a final decision.

A completed Payroll/Personnel Change Document, Form General 41, which authorizes the withholding, removal, or reduction of merit pay, shall be processed only after the merit pay appeal period has expired or an appeal has been made and a final decision has been rendered by the Board of Police Commissioners.

AMENDMENT: This Order amends Section 3/765.25 of the Department Manual.

AUDIT RESPONSIBILITY: The Chief of Staff shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. UNUSUAL INCIDENT NOTIFICATIONS—REVISED.** Officers are involved daily in incidents which have a significant impact on the operations of the Department and City government. This Order sets forth those additional incidents in which notifications shall be made to the Administrative Information Unit, Detective Headquarters Division.

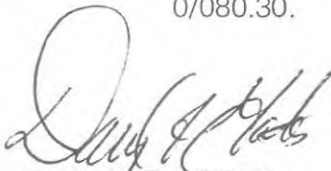
Officers investigating any of the following incidents shall notify the Administrative Information Unit, Detective Headquarters Division, as soon as practicable:

- * Toxic chemical spills;
- * Terrorist threats or activity; and,
- * Major gang-related activity.

Note: These notifications are in addition to those currently outlined in Manual Section 4/214.50.

AMENDMENT: This Order amends Section 4/214.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Headquarters Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

AUGUST 15, 1986

SUBJECT: CLAMSHELL HOLSTERS

PURPOSE: A disproportionate number of accidental discharges of firearms have been experienced by officers who use clamshell holsters. Mechanical defects resulting from the lack of proper maintenance of the clamshell holster have been identified as the cause of many of these accidental discharges. This Order restricts the use of clamshell holsters and requires them to be periodically inspected by Training Division.

PROCEDURE:

- I. ACCOUNTABILITY.** Commanding officers shall ensure that all officers in their command receive a copy of this Order and complete the attached statement of acknowledgement. Commanding officers shall forward the completed attachments along with a divisional roster indicating those officers served and explaining the reason(s) for each officer not served, along with an anticipated date of service, to Personnel and Training Bureau no later than (one month from date of Order). Commanding officers shall make monthly updates until all officers in their command have been served.

The Commanding Officer, Personnel and Training Bureau, shall ensure that a completed form is received for each officer and shall maintain a file of completed forms.

- II. USE OF CLAMSHELL HOLSTERS—RESTRICTED.** The use of clamshell holsters is restricted to officers who possessed one and had it inspected and registered by the Ordnance Unit, Training Division, *prior* to January 13, 1986. In addition, these officers shall:

- * Have their clamshell holster reinspected by the Ordnance Unit every six months corresponding with factory ammunition qualification;
- * Not use a clamshell holster known to be defective until it has been repaired and certified for service by the Ordnance Unit; and,
- * Replace clamshell holsters deemed unserviceable by the Ordnance Unit with a Department authorized holster *excluding* the clamshell.

Note: If the clamshell holster is possessed by an employee not assigned to uniform duty and the holster is not used as daily equipment, it need only be reinspected when the employee returns to a uniform assignment.

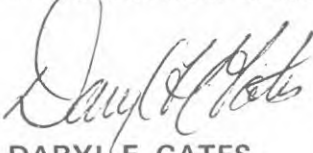
- III. COMMANDING OFFICER, TRAINING DIVISION—RESPONSIBILITIES.** The Commanding Officer, Training Division, shall be responsible for ensuring the following:

- * Inspection and certification of clamshell holsters used by Department personnel;
- * Maintenance of a file of officers using clamshell holsters and a record of the semi-annual inspection; and,
- * Notification to the concerned commanding officer in writing of the results of the inspections if the need exists for the immediate repair or replacement of a clamshell holster or if a clamshell holster was not reinspected at the six month interval.

Note: Nothing in this Section is intended to relieve officers of the responsibility to maintain their equipment in a serviceable condition (3/602.10). The attached Supplemental Fact Sheet is provided to assist officers with clamshell holster maintenance.

AMENDMENTS: This Order adds Section 3/612 to, and amends Sections 2/530.10 and 2/530.20 of, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "ALL SWORN PERSONNEL"

SUPPLEMENTAL FACT SHEET

CLAMSHELL HOLSTER INSPECTION PROCEDURE

This Supplement is provided to give additional care and maintenance information needed by officers using a clamshell holster. Officers should regularly inspect their clamshell holster using the following six-point procedure to ensure its safe operation:

1. Check the position of the weapon in the closed holster and ensure that the revolver fits snugly with the latch and shell in proper alignment;
2. Check the condition of the leather and stitching of the inside and outside of the holster (there should be no metal visible);
3. Check the condition of the swivel post and locking clip or retaining pin;
4. Check the outer shell hinge and spring for condition and smooth operation;
5. Check the release button (the release mechanism shall open when the release button is depressed to the middle one-third of the depression stroke); and,
6. Check the modified plastic trigger guard and ensure that the device is firmly attached to the holster.

Officers who are unsure of the safeness of their clamshell holster should have their holster inspected by the Ordnance Unit, Training Division.

ATTACHMENT

I acknowledge that I have received a copy of Special Order No. 16, Clamshell Holsters, dated August 15, 1986; and that I have read and understand the contents.

NAME (PRINTED)

SERIAL NUMBER

DIVISION

DATE

TYPE OF HOLSTER CURRENTLY USED

SIGNATURE

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

SEPTEMBER 5, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **CONFISCATION OF FIREARMS FROM MENTALLY ILL PERSONS.** Current procedures direct police officers to seize a firearm from any mentally ill person when the firearm is within reach of that person, or in plain sight. This Order expands procedures, in accordance with Section 8102 of the Welfare and Institutions Code (WIC), to be used when officers have probable cause to believe mentally ill persons may own, possess, or have access to a firearm or any other deadly weapon, and a search of a residence or other premises is or may be required to locate the firearm or weapon.

Officers having probable cause to believe that a mentally ill person who has been apprehended for examination of his or her mental condition or who is a person described in Section 8100 or 8103 WIC owns, possesses, or has access to a firearm or any other deadly weapon located inside a residence or other premises, shall, when possible, obtain consent to search for the weapon. When found, weapons shall be seized pursuant to Section 8102 WIC. If consent cannot be obtained or is denied, officers shall contact Detective Headquarters Division, Mental Evaluation Section, and be guided by the advice of the detective on duty.

Note: If officers encounter a mentally ill person they believe to be clearly incapable of providing an informed consent for a search, they shall contact Detective Headquarters Division, Mental Evaluation Section, for guidance.

This Order does not affect existing Department procedures on the confiscation of firearms from mentally ill persons who have committed a crime.

AMENDMENT: This Order amends Section 4/260.25 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Headquarters Detectives Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **NOTIFICATION OF PENDING CIVIL TRIALS.** An examination of a recent civil trial involving Department employees has revealed the need for commanding officers to provide assistance to an employee who is scheduled to appear in a civil trial. This Order establishes requirements to ensure commanding officers are notified when an employee is scheduled to appear for a trial and for the commanding officer to meet and provide support to the involved employee.

A. **Civil Liabilities Section, Internal Affairs Division—Responsibilities.** The Officer-in-Charge, Civil Liabilities Section, upon becoming aware of a scheduled civil trial involving a Department employee, shall notify the employee's commanding officer of the date of the trial.

B. **Commanding Officers—Responsibility.** Upon notification from the Civil Liabilities Section of a civil trial date of an employee, the commanding officer shall meet with the involved employee to provide support, as necessary.

Note: This Order applies only to those summons and complaints in which a Department employee is named due to circumstances arising from duty performance as a City employee.

DISTRIBUTION "A"

SEPTEMBER 5, 1986

AMENDMENTS: This Order amends Section 2/720.21 of, and adds Section 3/782.25 to, the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer and the Commanding Officer, Internal Affairs Division, shall monitor compliance with this Directive in accordance with Department Manual Section 0/080.30.

III. ADMINISTRATIVE VICE DIVISION LIAISON WITH CALIFORNIA LOTTERY SECURITY. The California State Lottery is in the process of converting temporary lottery sales licenses to permanent status. This process will require evaluation assessments from Department vice experts relative to organized crime, vice locations, and applicant suitability for possession of lottery sales licenses. This Order assigns Administrative Vice Division the responsibility for maintaining liaison with the California State Lottery and files on lottery-related incidents.

A. **Administrative Vice Division—Function.** The Gaming Section, Administrative Vice Division, is responsible for liaison with the California State Lottery and shall maintain files on all lottery-related crimes which occur within the City.

B. **Supervisor—Responsibility.** A supervisor reviewing a crime, arrest, or property report which is lottery-related shall print "LOTTERY" in the left margin of the report and indicate extra copy distribution to Administrative Vice Division.

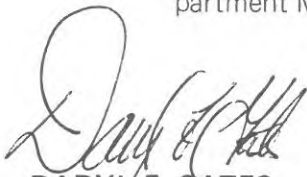
AMENDMENTS: This Order amends Sections 2/830.31 and 5/030.66 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. FAMILY PROTECTION CHECKLIST, FORM 1.38.1. A recent death of a Department employee has pointed out the need for all employees to be provided with a copy of the Family Protection Checklist, Form 1.38.1. Department employees are required to update their Employee Record Form, Form 1.38, whenever there is a change in their marital status, dependents, or notifications in case of an emergency. However, the completion of the Form 1.38 does not notify the Police Protective League, Police Relief, Credit Union, or other agency which may be managing your personal benefit programs of the change in beneficiaries. The Form 1.38.1 is used to remind Department employees of notifications that should be made when changes are made on the Form 1.38. This Order assigns Personnel Division the responsibility of providing employees with a copy of the Family Protection Checklist whenever they update their Employee Record Form.

Personnel Division shall provide Department employees with a copy of the Family Protection Checklist, Form 1.38.1, when notified of changes on their Employee Record Form, Form 1.38.

AMENDMENTS: This Order amends Sections 2/520.01, 3/790, and 5/1.38.1 of the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

SEPTEMBER 19, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. ISSUANCE OF CLEARANCE DOCUMENT, FORM 8.20—REVISED.** The Clearance Document, Form 8.20, is issued to a person who has been detained on a warrant as a result of an Automated Want/Warrant System (AWWS) check and subsequently determined not to be the person described on the warrant. The Form 8.20 is also issued to persons who have voluntarily submitted to an AWWS check and been determined not to have outstanding warrants. There is a potential for misuse of the Form 8.20 by unauthorized persons seeking to avoid arrest for outstanding warrants. This Order requires Department employees issuing the Form 8.20 to obtain valid identification of certain persons and a thumbprint of all persons who are given a Clearance Document.

Prior to the issuance of a Clearance Document, Form 8.20, the issuing employee shall:

- * Affix the person's right thumbprint on the original and any required copies of the document in the space provided; and,
- * Require valid identification (i.e., California Drivers License, California Identification Card, etc.) from any individual voluntarily submitting to an AWWS check.

A Clearance Document shall not be issued to any person who refuses to comply with the above procedures.

Note: This form revision does not affect current procedures regarding an officer's responsibility in requesting AWWS information or booking AWWS warrant suspects.

FORM AVAILABILITY: The Clearance Document, Form 8.20, will be revised at the next routine printing to include a space for the right thumbprint. Existing stock shall be used until exhausted.

AMENDMENT: This Order amends Section 5/8.20 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. DISTRIBUTION OF VEHICLE REPORTS—AMENDED.** The Police Arrest and Crime Management Information System (PACMIS) provides Burglary-Auto Theft Division (BAD) with stolen and recovered vehicle information. Consequently, the distribution of *all* vehicle reports to BAD is no longer required. This Order amends the distribution of vehicle reports to BAD.

- A. Distribution of Vehicle Reports—Amended.** The distribution of the Vehicle Investigation, Form 3.7, and the Attempt GTA Preliminary Investigation Report, Form 3.1, to BAD is amended. Only those vehicle reports which list BAD as the "Investigative Division" shall be distributed to BAD.

Note: Burglary-Auto Theft Division is the investigative division when the vehicle involved is a truck (five ton capacity or larger), or a commercial trailer, tractor or heavy-duty construction equipment. Robbery-Homicide Division is the investigating division if the theft of a vehicle transporting commercial merchandise is the object of an attack (Hijacking). If an investigating division is changed after the crime report has been distributed, the commanding officer of the investigating division from which the case is being reassigned shall ensure completion of a Follow-up Investigation, Form 3.14, indicating such change (5/030.28).

This Order does not affect the distribution of Arrest Reports and other reports to BAD.

DISTRIBUTION "A"

- B. **Area Auto Theft Coordinators Responsibility.** Area Auto Theft Coordinators receiving vehicle reports involving vehicles that are the responsibility of BAD or RHD shall forward those reports to the respective division **and** complete a Follow-up Report, Form 3.14, indicating the change in the investigating unit.

AMENDMENTS: This Order amends Sections 2/1046.31, 2/1125.03, 4/220.43, 5/030.66, and 5/3.7 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Burglary-Auto Theft Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. **CHECKLIST — OFFICERS SERIOUSLY OR FATALLY INJURED, FORM 1.38.2 — ACTIVATED.** This checklist contains notifications and considerations for commanding officers, officers-in-charge, and supervisors to provide for the proper care of officers and/or their families in the event an officer is seriously or fatally injured. These provisions include the administrative and personal measures necessary to provide for the proper care of officers and/or their families.

FORM AVAILABILITY: The Form 1.38.2 is available at Supply Division. Ordering Information: Material Code No. 8513798, Issue Unit — Each.

AMENDMENT: This Order adds Section 5/1.38.2 to the Department Manual.

- IV. **GANG FILE CARDS—ACTIVATED.** This Order updates and formalizes the gang file cards used by Gang Activities Section (GAS), Detective Support Division, and bureau CRASH Units.

The following gang file cards are activated:

- * Gang Vehicle File Card, Form 12.16.1;
- * Gang Tattoo File Card, Form 12.16.2;
- * Gang Moniker File Card, Form 12.16.3; and,
- * Gang Subject Identification Card, Form 12.16.4.

Use of Forms. These forms are used by CRASH Units and Gang Activity Section, Detective Support Division, to record gang related information.

Distribution.

Original — Gang Activities Section, Detective Support Division
1 — Retained by concerned CRASH unit

FORMS AVAILABILITY: The Gang File Cards are now available at Supply Division. Ordering Information:

Form 12.16.1, Material Code No. 8513800, Issue Unit, P-100.

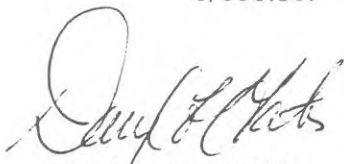
Form 12.16.2, Material Code No. 8513795, Issue Unit, P-100.

Form 12.16.3, Material Code No. 8513796, Issue Unit, P-100.

Form 12.16.4, Material Code No. 8513797, Issue Unit, P-100.

AMENDMENTS: This Order amends Section 5/12.16.0 and adds Sections 5/12.16.1, 5/12.16.2, 5/12.16.3, and 5/12.16.4 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Support Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

OCTOBER 10, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. MENTAL EVALUATION UNIT NOTIFICATIONS.** A number of incidents involving crisis situations have revealed the need for Department employees to obtain timely and accurate information concerning the mental condition of the involved suspect. The Department has recently established a repository of mental health data within the Event Index of the Automated Index which may be retrieved through any Network Communication System terminal. However, the Mental Evaluation Unit, Detective Headquarters Division, has access to a system for retrieving additional information on mentally ill persons which is not available through the Automated Index. This information could affect a tactical situation involving a mentally ill person and may have a positive impact on the outcome of the incident. This Order directs personnel in charge of attempt suicide, barricaded suspect, or hostage incidents involving possible mentally ill persons to notify the Mental Evaluation Unit, Detective Headquarters Division.

Effective immediately, any field commander, crisis negotiation team member, or officer-in-charge of an attempt suicide, barricaded suspect, or hostage incident which may involve a mentally ill person, whose name is known, shall contact the Mental Evaluation Unit, Detective Headquarters Division, in an effort to obtain more information regarding the involved mentally ill person.

FORMS REVISION: The Checklist-Barricaded Suspect, and Checklist-Terrorist Activity, Form 14.16.0, will be revised at the next routine printing to reflect this requirement. Existing stock shall be used until depleted.

AMENDMENTS: This Order amends 2/1042.31 of, and adds 4/260.15 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. NARCOTIC EXPERTISE CERTIFICATION CARD.** Office of Operations Order No. 17, 1981, established procedures whereby a field officer may be certified as a narcotics expert upon demonstrating expertise in an interview with a Narcotics Division supervisor. Including this certification information in narcotic-related arrest reports has improved the filing rate of these cases. This Order adds this procedure and the Narcotic Expertise Certification Card to the Department Manual.

- A. Narcotic Expertise Certification Card, Form 08.40.3—Activated.** This card is completed in triplicate by a Narcotics Division supervisor to certify a field officer as a narcotics expert for a period of two years.

Distribution

Original	—	Concerned bureau Field Enforcement Section, Narcotics Division
1	—	Narcotics Division, Staff Services Unit
1	—	Certified officer's watch commander, via certified officer
3		TOTAL

- B. Officer—Responsibilities.** An officer who desires to be certified or recertified as a narcotics expert shall arrange for an interview with a designated supervisor of the Field Enforcement Section, Narcotics Division, in the bureau to which the officer is assigned. If certified, the officer shall deliver a copy of the Narcotic Expertise Certification Card (NECC) to his/her watch commander at the beginning of the officer's next scheduled tour of duty.

Note: Certification as a narcotics expert is valid for two years.

DISTRUBITON "A"

OCTOBER 10, 1986

A certified officer shall include the following statement in the narrative of appropriate arrest reports: "Officer _____ is an LAPD certified narcotics expert in the field of _____ (type of certification), certified on _____ (date) by _____ (rank/name certifying supervisor)."

- C. **Narcotics Division—Responsibilities.** The commanding officer of Narcotics Division shall:
- * Designate one or more examining supervisors from within each bureau Field Enforcement Section to participate in the certification program; and,
 - * Ensure that a Department file of NECCs is maintained in Staff Services Unit, Narcotics Division, and a bureau file is maintained in each Field Enforcement Section.
- D. **Narcotics Division Supervisor—Responsibilities.** A Narcotics Division supervisor, upon request by an officer desiring to be certified as a narcotics expert, shall:
- * Schedule and conduct a comprehensive oral interview to determine the officer's expertise in one or more of the following areas:
 - * Opiate influence.
 - * Phencyclidine influence.
 - * Possession of a specified substance for sale.
 - * Upon successful completion of the interview, prepare and distribute an NECC.
- E. **Commanding Officer—Responsibilities.** Area/division commanding officers shall:
- * Ensure that the watch commander or officer-in-charge maintains a file containing the NECCs of certified officers; and,
 - * Ensure that the NECC is forwarded with a transferred officer's package.

FORM AVAILABILITY: The Narcotic Expertise Certification Card is available at Supply Division. Ordering Information: Material Code No. 8513779, Issue Unit — P100.

AMENDMENTS: This Order amends Sections 2/820.21 and 2/820.36 of, and adds Sections 4/258.40 and 5/8.40.3 to, the Department Manual.


AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. **RESERVE OFFICER FIREARMS QUALIFICATION—REVISED.** Line reserve officers with twenty or more years of service with the Department have demonstrated a firearm proficiency equivalent to that displayed by regular police officers. To establish parity between regular police officers and line reserve officers, this Order revises firearms qualification requirements for line reserve officers with more than twenty years of service.

Line reserve officers with more than twenty years of service shall qualify in accordance with the relevant provisions of the current Memorandum of Understanding for Lieutenants and below with more than twenty years of service.

AMENDMENT: This Order amends Section 3/258.08 of the Department Manual.

AUDIT RESPONSIBILITY: The Department Reserve Corps Coordinator shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

NOVEMBER 14, 1986

SUBJECT: ADMINISTRATIVE INTERROGATION ADMONITION

PURPOSE: It has long been this Department's policy to admonish employees of their rights prior to administrative interrogations associated with allegations involving possible criminal misconduct. The recent court review of *Lybarger vs. City of Los Angeles et. al.*, brings home the importance of establishing a significant record of those instances. This Order establishes standardized procedures for recording such admonitions and activates the Employee Rights Card, Form 1.81.4, and the Employee Advisement Form, Form 1.81.5.

PROCEDURE:

I. ADMINISTRATIVE ADMONISHMENT FORMS.

- A. **Employee Rights Card, Form 1.81.4—Activated.** This form shall be used to advise an employee of his/her rights. The front side contains the Administrative Admonition of Rights and the reverse contains the Miranda Admonition of Rights. The admonitions shall be read verbatim.
- B. **Employee Advisement Form, Form 1.81.5—Activated.** This form is to be used for administrative interrogations. The interrogating officer shall request the employee being interviewed to sign and date the form in the appropriate space upon being admonished (Employee Rights Card, Form 1.81.4). The officer giving the admonishment shall sign the form as the witnessing supervisor.

II. ADMINISTRATIVE INTERROGATIONS. When an administrative interrogation focuses on or involves possible criminal misconduct by an employee, the employee shall be advised of his/her Miranda rights before questioning begins, or at the point at which the interrogation begins to focus upon possible criminal misconduct if that were not the case at the beginning of the administrative interrogation. If the employee waives his/her Miranda rights, no further admonition is necessary.

If the employee declines to waive his/her Miranda rights and the administrative interview is to continue, the interrogating officer shall read the Administrative Admonition of Rights from the Employee Rights Card verbatim as follows:

- * Your silence could be deemed as insubordination and lead to administrative discipline, which could result in your discharge or removal from office; and,
- * Any statements made under the compulsion of the threat of such discipline cannot be used against you in any subsequent criminal proceeding.

The interrogating officer shall request the employee being questioned to sign and date the Employee Advisement Form, Form 1.81.5, in the appropriate space after the Administrative Admonition of Rights has been given. After the advisement, the employee shall be ordered to give a statement for administrative purposes only.

FORMS AVAILABILITY: The employee rights forms are now available at Supply Division.

Ordering Information: 1.81.4 Material Code No. 8513108, Issue Unit P100;
1.81.5 Material Code No. 8513784, Issue Unit P100.

AMENDMENTS: This Order adds Sections 3/820.07, 5/1.81.4, and 5/1.81.5 to the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

DECEMBER 8, 1986

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **NARCOTICS CASE ENVELOPE, FORM 15.15.1—ACTIVATED.** The complaint units of Narcotics Division are currently using hand-stamped case envelopes to organize their filing information. These stamps vary from one team to another and contain only minimal information needed to file adult narcotics cases. This Order activates the Narcotics Case Envelope, Form 15.15.1, which will provide Narcotics Division with a case envelope to record arrestee and follow-up information, results of chemical analysis, and filing disposition.

The Narcotics Case Envelope, Form 15.15.1, is activated. The Narcotics Case Envelope shall be used by Narcotics Division when filing narcotics cases.

- * **Completion.** All applicable information shall be entered in the appropriate spaces by the Complaint Detail, Narcotics Division.

When multiple arrestees are involved, only one case envelope is required. Co-defendant information shall be entered in the spaces provided.

- * **Distribution.**

Original — After final disposition, the Narcotics Case Envelope and related reports shall be filed alphabetically at Narcotics Division.

FORMS AVAILABILITY: The Form 15.15.1 is available at Supply Division. Ordering Information: Form 15.15.1, Material Code No. 8513785 Issue Unit—Each.

AMENDMENT: This Order adds Section 5/15.15.1 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **EXPANDED SERGEANT II ELIGIBILITY REQUIREMENTS.** Currently, an officer who has been appointed Sergeant and then has become a Detective is not eligible to compete for the advanced paygrade position of Sergeant II. In order to increase the Department's effectiveness by utilization of valuable supervisory experience, this Order expands the eligibility requirements of Sergeant II.

The following officers are eligible to compete for the advanced paygrade position of Sergeant II:

- * A Sergeant with one year in rank; or,
- * A Detective who has completed probation and has a minimum of one year experience in the class of Sergeant.

AMENDMENT: This Order amends Section 3/763.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer of Personnel and Training Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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DECEMBER 8, 1986

- III. **USE OF PERSONNEL COMPLAINT STATISTICAL INFORMATION, FORM 01.19—REVISED.** Currently, the Personnel Complaint Statistical Information, Form 1.19, is not required for personnel complaint investigations involving failure to qualify, failure to appear in court, and preventable traffic accidents. This makes gathering data on these types of complaints difficult and time consuming. This Order revises the Form 1.19 and requires that it be completed for *all* personnel complaint investigations.


The Personnel Complaint Statistical Information, Form 1.19, has been revised to include checkboxes for personnel complaint investigations involving failure to qualify, failure to appear in court, and preventable traffic accidents. A Personnel Complaint Statistical Information form shall be completed for *all* personnel complaint investigations.

FORM AVAILABILITY: The revised form is available at Supply Division. Upon their receipt, return present forms to Supply Division, bundled and marked "Obsolete-Destroy."

AMENDMENT: This Order amends Section 5/1.19.0, of the Department Manual.

- IV. **ORGANIZED CRIME INTELLIGENCE DIVISION RESPONSIBILITIES—REVISED.** A recent review of Organized Crime Intelligence Division (OCID) responsibilities revealed that the implementation of the Decentralized Automated Booking Information System (DABIS) eliminates the need for maintaining a file of nicknames of known criminals. This Order deletes OCID's responsibility to maintain a moniker file. Effective immediately, Organized Crime Intelligence Division will no longer be responsible for maintaining a moniker file consisting of nicknames of known criminals.

AMENDMENT: This Order amends Section 2/730.03 of the Department Manual.



DARYL F. GATES
Chief of Police

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